

BULLETIN

BULLETIN NO. 412-1

Washington, D.C. 20415

December 18, 1974

Official Record Copy

Office of Personnel

SUBJECT: Report of Executive and Management Development Activities

25 SEP 1975

To Heads of Departments and Agencies:

Action date: March 31, 1975

1. On January 29, 1974, the Commission issued Federal Personnel Manual Letter No. 412-2 which established requirements and provided instructions for the establishment of executive and management development programs in all executive branch organizations. FPM Letter 412-2 did not contain recurring reporting requirements because (1) the primary method of monitoring and evaluating agency executive and management development activities is through the Commission's regular personnel management evaluation program, and (2) special one-time reporting requests (like this one) can be tailored to meet information needs as they arise. The regular evaluation program, in addition to periodic onsite surveys, will feature special program surveys and is being augmented by "team" visits to agencies by representatives of the Commission and the Office of Management and Budget.

2. A recent series of meetings with agency headquarters personnel indicates that implementation of the FPM Letter 412-2 requirements may be falling behind the specified target dates. Also, it appears that many agency headquarters units are not really sure just how much progress is being made by subordinate (bureau-level) echelons. The purpose of this Bulletin is three-fold, (1) to obtain copies of agency headquarters issuances regarding executive and management development such as instructions, IDP Forms, and descriptions of high potential identification systems; (2) to obtain quantitative data on progress as of December 31, 1974, by agencies and bureaus in meeting FPM Letter 412-2 requirements; and (3) to give agencies an opportunity to inform us of problems that they may be encountering. Information and data received will enable us to more accurately assess Government-wide

INQUIRIES: Bureau of Executive Manpower, 63-24661

CODE: 412, Executive Development

DISTRIBUTION: FPM

BULLETIN EXPIRES: July 1, 1975

progress toward meeting executive and management development program goals. Together with the Office of Management and Budget, the Commission will assist agencies to overcome problems which may be preventing timely achievement of these goals.

3. Each department and agency is requested to submit by March 31, 1975, (1) two copies of headquarters issuances (including those to subordinate echelons) on implementation of executive and management development programs in accordance with FPM Letter 412-2; and (2) two copies of a report in the attached format. Each executive department should also submit, in addition to the department-wide summary, two copies of the bureau level feeder reports. (Bureau is defined as the organizational level just below department headquarters; e.g., major command, service, administration, etc.)

4. All documentation and reports should be mailed to:

Bureau of Executive Manpower  
U.S. Civil Service Commission  
Washington, D.C. 20415

Inquiries and requests for assistance should be directed to the Executive Manpower Management Technical Assistance Center (EMMTAC), IDS code 101-24661 or area code 202-63-24661.

5. This report has been cleared in accordance with FPMR 101-11.11 and has been assigned interagency report control number 0048-CSC-OT.



Bernard Rosen  
Executive Director

Attachment